

Town of Lake Park

CHANGE OF CONTRACTOR REQUEST

Date: _____ Permit No. _____

Project Address: _____

Section A (Old contractor):

Name of Company Relinquishing Permit: _____

Name of Qualified/Authorized Agent: _____

Signature of Above: _____

Date: _____ Town Occ. License #: _____

Section B (New contractor):

Name of Company Assuming all Responsibility Under terms of Permit: _____

Print name of qualifier/authorized agent: _____

Signature of Above: _____

Date: _____ Town Occ. License #: _____

Section C (Property owner)

At the time the contractor relinquishes the permit I, the owner, shall assume total responsibility for the work completed to that date and hold the Town harmless.

I understand that if a separate Notice of Commencement was filed under the name of the contractor being changed, a certified copy of the new Notice of Commencement must be submitted to the Building Dept. before the work may continue.

Property Owner's Signature: _____

NOTARY:

Witness my hand and seal this _____ day of _____, 20 _____

Notary Signature: _____

APPROVED:

Building Official: _____

Date: _____

Change of Contractor

Submit the following:

- ☐ 1. Change of Contractor form completely filled out.
If the original contractor will not sign off, Section A still need to be completed with the exception of the signature. (Also see #4)
- ☐ 2. New permit application filled out with appropriate signatures
- ☐ 3. Fee \$50.00 (each permit)
- ☐ 4. If original Contractor did not sign off:
Submit letter from owner stating his reason for dismissing contractor and acceptance of responsibility for past work. Owner's signature must be notarized. Format of sample letter must be followed. (Sample letter attached).
- ☐ 5. On project with values greater than \$2,500.00, a new Notice of Commencement must be filed in the new Contractor's name. A certified copy of the new filed Notice of Commencement must be submitted to the Building Department before the work may continue.

SAMPLE LETTER FROM PROPERTY OWNER

(to be submitted if original contractor does not sign change of contractor form)

Building Department
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

RE: Change of Contractor

Dear Building Official:

I hereby request that you authorize and approve my request for a change of contractor without the
consenting signature of the original contractor. I wish to change contractors because
list reason(s) here

I hereby agree to indemnify and hold harmless the Town of Briny Breezes against all loss, claims, suits
or demands made by the original contractor including costs and attorney fees the Town may incur by
reason of granting this request.

Sincerely,

(Property owner signature here)

(Property owner printed name here)

WITNESSED:

Notary Public

Date